

**FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT**  
**RAPPAHANNOCK STATION**  
**USE & EVENT APPLICATION**



Rental# \_\_\_\_\_

**DIRECTIONS FOR COMPLETING FORM -all sections must be completed**

- STEP 1: Complete all data as required. If address and phone of person is same as for organization write "same."
- STEP 2: Complete and sign all necessary permits and special needs form. Additional permits/information may be required.
- STEP 3: Please review all the Rappahannock use rules and responsibilities and sign the agreement.
- STEP 4: Complete all fee information and return to park or center. You will be notified about the status of your application. *Persons signing forms must be at least 18 years of age.*

**APPLICANT INFORMATION**

Please complete information below. If you already have an account enter your Login ID (if organization, use Login ID of authorized agent of Organization), Name and Phone Number, then skip to the EVENT INFORMATION Section.

Organization/Group/Name \_\_\_\_\_ Login ID \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

If address and phone of person is same as for organization just write "same".

Contact Person (authorized agent) \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

**EVENT INFORMATION**

Date & Time of Event \_\_\_\_\_ Event Name \_\_\_\_\_

Type of Event \_\_\_\_\_

Describe Event & All Activities \_\_\_\_\_

Number in each age group participating: 3rd grade & under \_\_\_\_\_ 4th-8th grade \_\_\_\_\_ 9th-12th grade \_\_\_\_\_ Over 18 \_\_\_\_\_ Chaperones \_\_\_\_\_

A. Who will benefit from this event? \_\_\_\_\_

- B. Is this a fund-raising event? No ☐ Yes ☐ (If no, skip to C.)
1. Will funds be collected on site? No ☐ Yes ☐
2. Are you an IRS designated non-profit organization? No ☐ Yes ☐
3. Are there any fees associated with this event? No ☐ Yes ☐
4. Are you offering anything for sale? No ☐ Yes ☐

C. Will there be paid vendors on site? No ☐ Yes ☐ (e.g. caterer, disc jockey, moon bounce, etc.)

D. Will any business be conducted on park property. No ☐ Yes ☐ (e.g. advertising and/or selling services/products, etc.?)

Note: if "Yes" to B. - D., a Vendor Permit is required and additional fees may also be required. See Permits and Facility Rate Sheet.

E. Will 75 or more people attend? No ☐ Yes ☐ (If yes, a Special Event Permit is required and must be submitted at least 20 days in advance.)

F. Will animals be brought on site? (e.g. petting zoo, horse drawn transportation, etc.)

No ☐ Yes ☐ (If yes, Animals in Parks Permit required.)

G. Is this a fishing tournament? No ☐ Yes ☐ (If yes, a Fishing Tournament Permit is required.)

H. Will this event have any impact to the site? No ☐ Yes ☐ (Any event that has impact to the site should be described in detail for specific approval and conditions. This includes but is not limited to the destruction of plant life and vegetation, digging and other land disturbance, fires, and the movement of vehicles across Rappahannock Station property.) \_\_\_\_\_



Rental# \_\_\_\_\_

### PROCESS

- **CRITERIA** - All requests for the use of undeveloped properties shall be forwarded to the Director. Approval for use will meet, at minimum, at least one of the following criteria.
  - a. The use is a fundraising event which will directly benefit Fauquier County Parks and Recreation.
  - b. The use is related to the historical significance of the property.
  - c. The use will serve educational or academic purposes related to the property such as research.
  - d. The use will benefit the property through in-kind services.
- **APPLICATION** - All applications must be submitted no later than one week prior to the event taking place unless the event requires a Special Event Permit (See Step 2)
- **RELEASE** - All individuals on site for any event taking place on Rappahannock Station Property must sign and return a completed release form to the Fauquier County Parks and Recreation Administration Offices at 320 Hospital Drive, Suite 6, Warrenton, VA 20186. Release forms must be returned no later than 72 hours prior to the event taking place.

### RULES AND RESPONSIBILITIES

1. **PARKING** - Parking on-site is limited to 20 vehicles or two buses. No parking may be conducted along entrance road outside of the gates and designated parking area.
2. **BOUNDARIES** - Boundaries for Rappahannock Station are defined by markers. Trespassing onto adjacent private properties is not permitted.
3. **ACCESS** - Gates will be opened by P&R staff prior to event and secured after. It is recommended that a person be posted at the road to assist with safe access and egress to the site.
4. **ALCOHOL** - Alcoholic beverages are not permitted in, or on any Departmental facility or grounds.
5. **PETS** - Pets will remain on leash six feet or shorter, at all times. Pet excrement must be removed from the site.
6. **ORDINANCES** - County Parks Ordinances are attached. Parks and Recreation and/or the County Board of Supervisors reserve the right to refuse a request or to cancel any activity if it is not in the best interest of the County or conflicts with Parks and Recreation philosophy.
7. **RULES & REGULATIONS** - Rules and regulations shall be adhered to by all persons involved in the rental group.
8. **CANCELLATIONS** - In order to receive a full refund (less the \$5 administrative-processing charge), cancellation of scheduled use must be made in writing 14 days in advance of the date and time reserved or if Departmental cancellation of the event is due to safety reasons. The total fee shall be forfeited if written notification is received less than the 14 days' time frame, or if an organization does not cancel and/or does not show up for the reservation. Any change in dates and/or times shall be subject to the same conditions. Cancellations due to rain/snow must be made with notice between 72 and 24 hours prior to the date of the event, when the National Oceanic and Atmospheric Administration (NOAA) weather web site predicts 60% or greater chance of precipitation for the event date at the event location's zip code.
9. **USER RESPONSIBILITY** - Users agree to assume responsibility for any liability for injury or damage to their person or the property of the user or others, for injury or damage attributed to Fauquier County facilities, personnel and/or property. Fauquier County is not responsible for accident, injury or damage to or loss of property.
10. **CLEANING** - All users are expected to leave the facility clean and orderly. It is the responsibility of the user to remove all trash from the site. User is responsible for additional fees if Department incurs unexpected costs.
11. **SAFETY** - Users agree that safety and protection of all persons is paramount and assume the responsibility to ensure that use, installation, maintenance, and inspection of all equipment used and/or left on-site at facilities conforms to government and non-government (voluntary) safety standards and/or guidance as posted by the U.S. Consumer Product Safety Commission and the equipment manufacturer's instructions.

Everything that I have stated on this application is correct to the best of my knowledge. I understand that the Department will retain this application whether or not it is approved. I agree that while we use Parks and Recreation facilities we will not discriminate on the basis of race, creed, color, religion, disability, gender and age. I have read, understand, and agree to abide by the policies, rules and regulations as they pertain to the requested usage.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT  
RAPPAHANNOCK STATION  
RESERVATIONS, FACILITIES & CONFIRMATION



Rental# \_\_\_\_\_

**RESERVATIONS**

Reservations for facilities are accepted beginning one year in advance.

**PAYMENT**

**Payment for usage must accompany application.**

Facility Use	\$ _____
Special Event Permit	\$ _____
Vendor Permit	\$ _____
Animals in Parks Permit	\$ _____
Special Schedule Permit	\$ _____
Fishing Permit	\$ _____
Special Needs	\$ _____
TOTAL	\$ _____

Incomplete applications will be returned. Facilities will not be reserved until completed applications are received, including applicable permits.

Payment for usage must accompany application. Make all checks payable to Fauquier County Parks & Recreation Department.

If applying for more than one usage, the first time fee must accompany application. Subsequent payment shall be made at least one event in advance of usage, unless discounts apply.

***Please refer to most recent rate sheet.***

**SUBMIT APPLICATIONS TO:**

**Parks & Recreation Administration Office**

320 Hospital Drive, Suite 6  
Warrenton, VA 20186  
(540) 422-8550  
Fax (540) 422-8559

DEPARTMENT USE ONLY

Fee Accepted \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

☐ **We're sorry but the date(s) you requested are unavailable.**

Processed By \_\_\_\_\_ Date \_\_\_\_\_

Copy Returned By \_\_\_\_\_ Date \_\_\_\_\_  
(initials)

☐ **Your application has been approved. (See approved time and date on Page 1.) (See Permits for special conditions)**

Processing and approval sent by (after permits are approved) \_\_\_\_\_ Date \_\_\_\_\_

Forms Routed to: User \_\_\_\_\_ Office \_\_\_\_\_ Maintenance \_\_\_\_\_ Other \_\_\_\_\_

**FAUQUIER COUNTY PARKS & RECREATION DEPARTMENT**  
**RAPPAHANNOCK STATION**  
**ACKNOWLEDGEMENT OF RISKS/RELEASE OF CLAIMS FORM**



Rental# \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

In consideration of my participation in the activity taking place on property provided through the Fauquier County Parks and Recreation Department, I hereby release the Fauquier County Parks and Recreation Board, the County of Fauquier, its Boards, agents, employees and volunteers from all actions, damages, claims or demands and all liability which might be incurred during the conduct of this event. I further authorize Fauquier County employees to take and provide all necessary medical attention should I be injured while participating or being transported to or from, any activity taking place on Department property, and I hold said employees and volunteers harmless therefore. I have read the policies pertaining to cancellation, refunds, rules and regulations, as pertain to the use of this property. I assume the risks and responsibilities involved in these activities, I assume these risks realizing the capabilities of the persons participating, I have read this release and understand all its terms and execute it voluntarily and with full knowledge of its significance. I understand that I may be photographed and/or recorded on video while participating in this event. I agree to allow Fauquier County Parks and Recreation Department to use said photographs and/or videos in Department publications, media campaigns, educational and/or other safety purposes. I further waive any remuneration for publishing and/or printing such photographs of me. I understand that by affixing my signature on this form that I attest to having read, fully understand and agree to the conditions as set forth above.

\_\_\_\_\_  
Signature of Participant (age 12 or older)

\_\_\_\_\_  
Signature of Parent/Guardian (if participant under 18)

\_\_\_\_\_  
Date